

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: January 14, 1999

REPLY TO

ATTN OF: AD-442:Fowler

SUBJECT: **LEAVE DONATION SOLICITATION FOR JAMES D. DETWILER**

TO: All ORO and OSTI Employees

James D. Detwiler, Savannah River Operations Office, has been approved as a leave recipient under the Voluntary Leave Transfer Program, and asks that solicitation for leave donations be extended to all Department of Energy offices. In 1997, Mr. Detwiler had complete knee replacement surgery on his right knee and on January 22, 1999, will undergo this same procedure on his left knee. Mr. Detwiler's sick and annual leave account balances, due to this ailment, have been substantially reduced and are not sufficient to cover the expected convalescence.

Employees who wish to donate earned annual leave to Mr. Detwiler may do so by completing the attached "Leave Donation Form". When completed, it should be given to your time and attendance clerk for forwarding to the Payroll Office. Note: if you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

Your attention is called to the following requirement of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and any "restored" hours.
2. The maximum annual leave donation by an employee is limited to one half the number of hours the employee will earn in the current leave Year (26-day category - 104 hours; 20-day category - 80 hours; 13 day category - 52 hours).

If you have any questions, please contact your Personnel Management Specialist.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch

Attachment